



信諾會計商業服務
SINO ACCOUNTING
& CORPORATE SERVICE

Rm. 305, 3/F., Wing Tuck Comm. Centre.,
177-183 Wing Lok St., Sheung Wan, Hong Kong

TEL : (852) 3708 0000
FAX : (852) 3011 5200
Web: www.taxation-hk.com

Change of information (F04)

Kindly fax to us after completion

Contact : _____ Email : _____
Tel : _____ Fax : _____

Company (English) : _____
(Chinese) : _____ Incorp. Date : _____
Company number : _____ B.R. Number : _____
Items for change : ☐ Co name ☐ Co add. ☐ Biz nature Effective date : _____

Co. New name (1st pref.) : Chinese _____
English _____
Co. New name (2nd pref.) Chinese _____
English _____

Co. old reg. address : _____
Co. old nature of business _____

Co. new reg. office : _____
Co. new nature of business _____

Signing directors
Name(English) : _____ ID No./ Passport No. : _____
(中文) : _____ Country : _____
Corr. address : _____

Change of Co. Name
Fees : \$980 (Gov't fee: \$295)

Chops ordering

Special package:-
1 co. seal + 1 sign. chop + 1 small round chop
☐ Order 1 package \$450

Change of reg. office and nature of business
Fees : \$580

Document required

1. For change of director / shareholders , please also fill form F03
2. Kindly fax us your Company certificate of incorporation and BR. Cert. as well

Process time : Change of Company name (**2 weeks**), Change of reg. office / business nature (**3 days**)

Declaration: We understand once Sino Accounting has prepared all relevant documents,
Change of information, due to whatever reasons *from us*, is ceased; we still have to pay the service fee.

Date : _____

Signature : _____

信實可靠 專業承諾

Professional Quality at Competitive Price